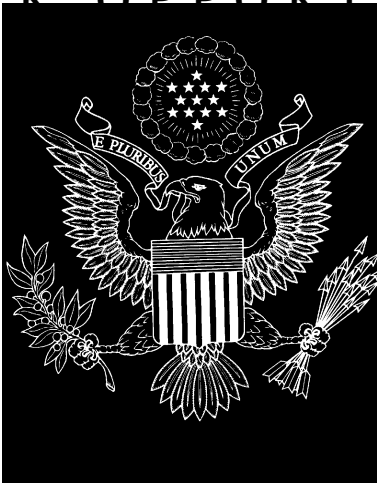


*** CAREER OPPORTUNITY ***



UNITED COURT EASTERN DISTRICT OF OKLAHOMA

Position Title:	Case Administrator II/Relief Courtroom Deputy- One or more positions may be filled
Location:	Muskogee, Oklahoma
Closing Date:	July 25, 2003
Starting Salary/Range:	\$34,301 - 55,743 (CL 26) *depending on qualifications and experience/promotion potential to CL 27 without competition

POSITION OVERVIEW

The Office of the Clerk, United States District Court for the Eastern District of Oklahoma, is recruiting for the position of Case Administrator II/Relief Courtroom Deputy. The responsibilities of this position include, but are not limited to, making summary entries of all documents and proceedings on the docket; prepares and transmits to appropriate parties such items as: notices, judgments, and orders; answer inquires on case status, open case upon receipt of initiating documents, such as complaints, indictments, or petitions, and close cases upon receipt of terminating documents, such as judgments and closing orders. Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom assuring presence of all necessary participants, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements.

QUALIFICATIONS AND REQUIREMENTS

The successful candidate must be a high school graduate or equivalent and possess three years specialized experience including at least one year equivalent to work at the CL 25. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in the legal field is helpful, but not required. Requires proficiency in the use of computer applications; verbal and written communication, organizational and interpersonal skills are a must. The successful candidate should be mature, responsible and reliable; have the ability to take initiative and work in a team-based environment; display a pleasant attitude and work well with others.

BENEFITS

Employees of the U.S. District Court are entitled to benefits which may include the retirement system, health, life insurance and disability insurance programs, scheduled holidays and the leave accrual program. This position is subject to mandatory Electronic Funds Transfer participation (Direct Deposit) for payment of net pay.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review upon request. Final candidates will undergo a background check.

Employees of the United States District Court are Excepted Service Appointments. Excepted Service Appointments are at will and can be terminated with or without cause by the court.

HOW TO APPLY:

Submit a detailed resume with salary history to:

United States District Court/EDOK
William B. Guthrie, Clerk
Case Administrator/Relief Courtroom Deputy II - Position # 03-02
P.O. Box 607
Muskogee, Oklahoma 74401

**** The Court is an Equal Opportunity Employer ****